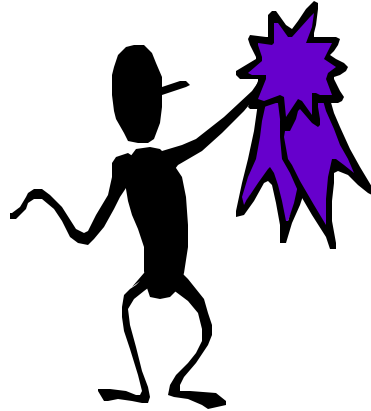


GRAMMAR REVIEW



During this one-day workshop, we will:

- Review the basic parts of speech.
- Identify the most common grammatical errors and provide you with tips and rules to avoid them.
- Provide remedies for frequently made errors with improper word usage.
- Enable you to become your own grammar tutor by utilizing a basic four-step plan.

Reserve your place for this workshop by contacting your training coordinator or faxing your registration form to:

**Visit our website at
[www.state.il.us/
cms/2_servicese_edu/](http://www.state.il.us/cms/2_servicese_edu/) and click
on the “Course Schedule” link for
current class dates, times, and
locations.**

Central Management Services
Agency Training Section
FAX# (217) 558-0048

Please note! Registration closes seven calendar days prior to each class. Because seating is limited, register early. Classes with less than ten registrants will be cancelled.

CMS/Bureau of Personnel
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Springfield, IL 62706
(217) 524-8700